

## Questions You Can Ask

Ever wondered what kind of questions you could ask in an interview?

During the interview, you'll probably be asked if you have any questions. An interview is a two-way conversation—you want to know if this job is right for you, and we want to know if you're the kind of person we're looking for. So ask questions that will help you decide if this is the job you're looking for. Besides, when you ask questions you sound serious about the job. If you don't have any questions, interviewers might think you're not very interested.

You should think of questions before the interview that will help you decide if this is the right job for you. Some possible questions to ask:

### Outline

- ❶ What kind of person would do well?
- ❷ What plans do you have for the dept?
- ❸ Tell me about the people?
- ❹ Describe your management style?
- ❺ Training opportunities?
- ❻ How does this dept. fit in ADOT?
- ❼ Can I call you to follow up?

#### ❶ Can you describe the kind of person who would do well in this job?

You could follow up the answer by explaining how you are that type of person.

#### ❷ What plans do you have for the department? Will any of these changes affect this job?

Consider whether this new direction fits with your goals. You could follow up with ways your experience would help in the transition.

**③ Could you tell me about the people I'll be working with?**

This question can help you evaluate the work environment and whether you'd fit in. Follow up by explaining what appeals to you.

**④ Would you describe your management style?**

Would you like working for this supervisor?

**⑤ Could you explain the training opportunities available to a person in this job?**

You may really be interested in this question. It also shows you have a desire to learn and grow.

**⑥ How does this department fit into the ADOT organization?**

This question can help you learn more about the work area and how it operates.

**⑦ When do you expect to make your decision about this job? May I call you to follow up?**

Knowing the time frame can make waiting to hear from us easier.

State employees have generous holiday and vacation schedules and an excellent retirement plan. It is best not to ask questions about these benefits now—you want to impress the interviewer with what you can do—not how much time you want off.

End the interview by saying you'd like to have the job. It's amazing how many people don't do this. It leaves the panel wondering if you want the position. In a close contest, the person who asks for the job often tips the scale in their favor.

## Benefits of using this strategy

**You'll seem genuinely interested if you have questions**

- If you've researched ADOT, build your questions on what you've learned

**You'll find out what you need to know to make your decision**

**Avoiding questions about pay and benefits focuses on what you will contribute**